

Section 1.0 Recommended Review Procedure

The following RJM-1 Data Review Check list is an example of the recommended level of detail that should be conducted during the review process. A Data Review Checklist will need to be developed for each of the worksheets that the Regional office staff is required to review. The number of worksheets reviewed and the detail of the review have to be determined based on the amount of staff time available for this function and the accuracy level that is deemed necessary.

RESOURCE JUSTIFICATION MODEL

REVIEW DOCUMENTATION

STATE:

U.I. Director:

Primary Contact Person:

Review Team:

Dates Review Conducted:

Summary of problems discovered:

Corrective action to problems:

Unresolved issues:

RJM-1 Data Review Checklist

PURPOSE: The purpose of the RJM 1 is to provide States the methodology to calculate the total cost per position for both the U.I. program and AS&T, as well as the cost per position for each of the functional activity codes.

DATA Review:

A complete review of the data is required for the RJM 1 U.I. Program form, and the RJM 1 AS&T form. Additionally, one RJM 1 form from the six workload areas and one RJM 1 form from the non workload based functional activity code areas will be reviewed.

The Checklist below is for use in RJM 1 reviews.

Allowable Charges

1. List the source documents inspected.

2. List the charges that should have been charged to Fund Ledger 210 that were not charged.

(use additional sheet, if necessary)

3. List charges that should **not** have been charged to Fund Ledger 210 that were charged.

(use additional sheet, if necessary)

Increased Personal Service Cost per Staff Year

4. Analyze SIC results for the RJM 1 submission. Does the increase exceed the acceptable variance? _____.

If Yes, assess whether the supporting documentation is credible and verifiable.

5. Recalculate increases, based on documentation. Are effective dates correctly used in the calculation?

Are prorated calculations correct? _____

Increased Personnel Benefit Cost Per Position

6. Analyze SIC results for the RJM 1 submission. Does the increase exceed the acceptable variance? _____.

If Yes, assess whether the supporting documentation is credible and verifiable.

7. Recalculate increases, based on documentation. Are effective dates correctly used in the calculation?

Are prorated calculations correct? _____

Modifications

8. Apply DOL evaluation criteria to the results of the review. Based on the evaluation, list each modification that is recommended to the submitted RJM 1.

<u>RJM 1 column/line</u>	<u>Reads Now</u>	<u>Should Read</u>	<u>Remarks</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____